



St Francis of Assisi  
PARISH PRIMARY SCHOOL

## FIRST AID POLICY

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### Rationale

All children have the right to feel safe and well, and know that they will be attended to with due care when in need of first aid.

### Aims

- To administer first aid to children when in need in a competent and timely manner.
- To communicate children's health problems to parents when considered necessary.
- To provide supplies and facilities to cater for the administering of first aid.

### Implementation

- We aim to ensure all staff are to be trained to a Level 2 first aid certificate, and with up-to-date CPR qualifications, anaphylaxis and asthma.
- A First Aid room will be available for use at all times. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room.
- First Aid kits will be available for staff to use in the playground and to take on excursions. Also, staff doing duty on the oval are required to take their mobile phone.
- A supply of medication for teachers will be available from the office.
- Supervision of the first aid room will be overseen by the School Nurse. Any children in the first aid room will be supervised by a staff member at all times.
- All injuries or illnesses that occur during class time will be referred to the School Nurse who will manage the incident, all injuries or illnesses that occur during recess or lunch breaks, will be referred to the teacher on duty in the first aid room.
- Electronic Records are maintained in the First Aid room and will be kept of all injuries or illnesses experienced by children that require first aid. All staff will be provided with basic first aid management skills, including blood spills, and a supply of protective disposable gloves will be available for use by staff.
- Minor injuries only will be treated by staff members on duty, while more serious injuries-including those requiring parents to be notified or suspected treatment by a doctor must be sent to the First Aid room.
- Any children with injuries involving blood must have the wound covered at all times.
- No medication including headache and antiseptics will be administered to children. All cuts and abrasions are to be cleaned out with water.
- Parents of all children who receive first aid will receive a completed form indicating the nature of the injury, any treatment given, and the name of the teacher providing the first aid. For more serious injuries/illnesses, the parents/guardians must be contacted by a staff member so that

professional treatment may be organised. Any injuries to a child's head must be reported to parents/guardian.

- Any student who is collected from school by parents/guardians as a result of an injury will be recorded in our electronic records.
- The Principal will contact the Zone Consultant if the accident is serious and written report will be forwarded after this notification. The incident will always be recorded in the school diary.
- A list of children 'at risk', names and photo are kept in a folder containing the specific details in the First Aid room. This includes Allergies, Anaphylaxis and Asthma to ensure the safety of the students.